



## ADOPT-A-SPOT PROGRAM APPLICATION AND GUIDELINES

### Program Intent:

To encourage citizens to adopt an area in the City of Dunwoody by installing landscape features and/or planting and maintaining grass, annuals and/or perennials. Individuals, organizations, associations, groups or businesses, hereafter called groups, will agree to keep the designated area clear of litter and weeds for a minimum of two years. In exchange, a sign bearing their name will be posted in the area. At the completion of the time period, the volunteers will receive a special certificate of appreciation and may renew their agreement.

Name of Group: \_\_\_\_\_

Type of Group (Civic, Education, etc): \_\_\_\_\_

Number of Active Members: \_\_\_\_\_

Authorizing Officer/Title: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Spot or Area Preferences: \_\_\_\_\_

Other Choices: \_\_\_\_\_

I (we) have read and understand the terms of the **ADOPT-A-SPOT ADOPTION AGREEMENT**. This AGREEMENT has been explained to the membership of the groups, and there is a majority agreement with its terms. It is understood that our preference for a spot or area may have been assigned to another organization. It is also understood that our organization may decline to accept the spot or area assigned to it and may request a different spot or area.

Signature of Authorized Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed application to:

City of Dunwoody  
Department of Public Works  
41 Perimeter Center East, Suite 250  
Atlanta, Georgia 30346

If there are any questions you may call 678-382-6850 or email [Jada.Drysdale@dunwoodyga.gov](mailto:Jada.Drysdale@dunwoodyga.gov)

## **ADOPT - A - SPOT PROGRAM GUIDELINES**

1. Individuals, Organizations, Associations, Agencies, Businesses and Groups, hereafter known as a Group(s), are encouraged to adopt portions of City of Dunwoody owned right-of-way to beautify and maintain the site by installing soft and/or hard landscaping and/or adopting a section of roadway to periodically pick up and remove litter and debris. Adults shall supervise groups containing members younger than 18.
2. The Dunwoody Homeowners Association (DHA) is designated an active partner with the City. The DHA will promote the program, identify and recruit groups to participate, and help interested groups apply for a permit and submit plans. The DHA will coordinate with and encourage other community organizations to assist.
3. Interested groups will contact the City Public Works Department or the DHA to outline general plans and identify a preferred location. Locations may be corners, islands, triangles, medians or other portions of City right-of-way, and may be combined with contiguous privately owned property landscaping projects. Existing Adopt-a-Spot groups will be grandfathered; however, the group shall be required to sign the Program Agreement.
4. The initial agreement to adopt the site will be for a minimum of two years.
5. Once the site is approved (or a substitute is accepted), the group will develop and submit a landscape plan. This plan, including installation practices, will comply with applicable City ordinances. When the City approves the landscape plan, installation is authorized. If after approval or installation, a group wants to substantially change the landscape plan, a new plan shall be submitted. General landscape guidelines:
  - Use plant materials that tolerate dry, poor soils, are resistant to insects and diseases, and require low maintenance.
  - Hard and soft landscape features will be located so they do not impede utilities.
  - Does not interfere with the line of sight for vehicles.
6. The adopting group will bear all costs associated with installation of landscaping and maintenance of the site, and may install at its own expense a sign(s) identifying the adopting group (see attached design criteria). Exception: If the City wants to include a sign or other features at the site (example: "Welcome to Dunwoody" sign at gateway sites), the City will bear these costs.
7. Once approved, a group may continue to sponsor a site if properly maintained. If site maintenance falls below acceptable standards, the City will issue a warning defining the deficiency and will give the group 30 days to comply. Failure to comply will result in termination of the agreement and removal of the sign.
8. Participants are encouraged to separate and recycle appropriate materials.
9. Adopt-a-spot activities will take place only during daylight hours, except during weekday rush hours or during City approved special events. The Group shall comply with all parking, traffic, and pedestrian ordinances and regulations of the city in the performance of its activities.
10. The City of Dunwoody reserves the right to revise these guidelines as needed.